



# HUMAN RESOURCES & DEVELOPMENT

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TULARE COUNTY

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## CAREER OPPORTUNITIES

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Week of March 14, 2016

A separate application and supplemental application must be completed for each recruitment. Human Resources & Development must receive applications and any other required materials by the filing deadline. Applications must be submitted online at: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd). Incomplete and late applications will be disqualified. These recruitments will establish employment lists to fill vacancies in departments and locations throughout Tulare County.

### CLIENT ADVOCATE

**\$3,825 - \$4,663 Monthly**

**FILING**

**DEADLINE:**

**03/14/16** Develop, plan and implement methods of assessing customer service quality throughout the Health and Human Services Agency. Requires: Graduation from an accredited college or university with a bachelor's degree in public relations, organizational development, business administration or a related field, AND one (1) year of professional experience in public relations, customer service, patient advocacy, quality improvement, organizational development or related field. (Experience may be substituted for the educational requirement on a year for year basis).

### OFFICE ASSISTANT II/III-BILINGUAL

**II: \$1,995 - \$2,431; III: \$2,203 - \$2,685 Monthly**

**FILING DEADLINE: 3/21/16**

Current vacancy with HHSA in Visalia. This recruitment is for bilingual positions and will be used fill current and future bilingual vacancies Countywide. OAI: Completion of the twelfth grade AND six months of general clerical experience, OR completion of an approved office support program from an accredited business/community college or adult school. Self-certified typing speed of 45 corrected wpm. OAIII: Completion of the twelfth grade, supplemented by specialized business, secretarial, and/or word processing courses AND one year of general clerical experience performing duties similar to those of an Office Assistant II, preferably with six months experience in word processing operations. Self-certified typing speed of 50 corrected wpm.

### CONTINUOUS RECRUITMENTS

Applications for the following positions will be accepted on a continuous basis. These recruitments may CLOSE AT ANY TIME WITHOUT FURTHER NOTICE. Qualified applicants will be placed on continuous employment lists and are eligible for consideration for six months.

### EH AG & STANDARDS INSPECTOR AIDE

**\$11.30 Hourly**

Additional employment opportunities available with the Sheriff's Department and the Health & Human Services Agency (HHSA). For more information please go to <http://agency.governmentjobs.com/tulare/default.cfm> or contact them directly.

#### Tulare County Sheriff's Department

Personnel and Training Division

5959 S. Mooney Boulevard

Visalia, CA 93277

Business: (559)735-1825 or 1-800-757-9907

Fax: (559)737-4682

Website: <http://www.tularecounty.ca.gov/sheriff/index.cfm/recruitment>

#### Tulare County Health and Human Services Agency (HHSA)

5957 S. Mooney Boulevard

Visalia, CA 93277

Business: (559)624-8450

Fax: (559)713-3704

Email: [humanres@tularehhsa.org](mailto:humanres@tularehhsa.org)

Website: <http://www.tchhsa.org>

*Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.*

**Human Resources & Development**

2900 West Burrell, Visalia, CA. 93291 (559)636-4900

APPLY ONLINE AT: [www.co.tulare.ca.us/hrd](http://www.co.tulare.ca.us/hrd)